Budget & Budget Narrative Template

*** This is an optional template that any organization may use as part of their application****

Budget

Please state your budget which includes the following areas:

- Budget Item OR position/participant -what you will be buying OR who will be hired?
- Quantity OR # of employees/participants -number of that specific item you will be buying OR #of employee(s)/paid participants.
- Cost per unit OR stipend/wage rate (Could be per hour, set stipend amount, or salary)
- How much will each of the budget items will cost OR stipend amount/wage/salary will be if it is an employed position or paid participant)
- Total cost -What is the total cost for that specific item/ position?

Service Goal (anticipated # of employees/ Participants stated as "up to" amount)	Cost per unit OR stipend/wa ge	Total cost (quantity x price per unit) OR Total cost in stipends/wages
	(anticipated # of employees/ Participants stated as "up to"	(anticipated # of employees/ stipend/wa ge stated as "up to"

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Budget Narrative

Please also provide a budget narrative that explains or justifies the estimated costs by line item or category in the budget. Describe why each item, salary, or stipend is required to fulfill the grant plan or scope of work.

If proposing a fiscal fee, please identify how the requested percentage was identified.

Identify the staff positions at your organization that are authorized to receive or deposit grant funds, issue financial documents, checks or other instruments of payment for workforce development program costs. If grantee plans to hire staff, include the job description for the position(s) being hired.

Any grant plan that involves re-disbursement of grant funds in these ways must specify the circumstances under which the funds can be redistributed, how the grantee will identify and verify the eligibility of fund recipients, measures that will be used to ensure that the re-disbursement process will not be abused, and how the grantee will verify that funds were actually re-distributed (e.g., canceled check).